

FREE FIELD GUIDE / 10 MINUTES / ONE CLEAR NEXT STEP

The 10-Minute Leadership Reset

Lead your next moment with clarity, ownership, and follow-through.

Use this before a difficult conversation, a team meeting, or a decision you have been avoiding. Choose one real situation. Set a 10-minute timer. Complete the worksheet on page 2, then take the first step.

01 PAUSE

1 minute

What am I bringing into this moment? Name your emotion. Take a slow breath. Decide how you want to show up.

02 CLARIFY

2 minutes

What do I know, and what am I assuming? Identify the observable facts and one question you need to ask.

03 OWN

2 minutes

What is mine to do? Choose one action within your responsibility or influence. If you contributed to the problem, name your part.

04 ACT

3 minutes

What useful step can I take today? Choose a specific action, a deadline, and what completion will look like.

05 CLOSE THE LOOP

2 minutes

Who needs clarity or support? Plan what to say, ask for their perspective, and set a time to check progress.

Turn the reset into action.

Date: _____ Situation: _____

1. PAUSE | 1 minute

I feel _____. I want to show up as _____.

2. CLARIFY | 2 minutes

The facts are: _____. I still need to ask: _____.

3. OWN | 2 minutes

My responsibility is: _____.

4. ACT | 3 minutes

I will _____ by _____. Done looks like: _____.

5. CLOSE THE LOOP | 2 minutes

I will speak with _____. We will check progress on _____.

WORDS YOU CAN USE

“Here is what I have noticed: _____. What am I missing? My part is _____. I propose we _____ by _____. What support would help? Let’s check back on _____.”

EXAMPLE: A MISSED HANDOFF

“The client update was not sent yesterday. I did not name an owner. What got in the way? I will send it by 3 p.m. today, then confirm who owns the next update.”